



## **the design process**

*what you need to know*

Working on a new build? Renovation? Or, just simply updating or replacing key elements of your brand design scheme? Before you begin the planning process, refer to <https://sd.wyn.com> to review the pre-designed and brand-approved Interior Design Schemes.

## Interior Design Scheme Options

### 1. Pre-designed and Brand-Approved Interior Design Schemes

- Visit <https://sd.wyn.com>, and select “Log-in” (located in top right). If you do not have an account or have forgotten your “Log-in”, follow the instructions on the page to create an account or access your existing account.
- Click on the ‘Architecture & Design’ tab and select your hotel brand.
- Select the “Prototype Documents” tab to preview and download Design Guidelines and FFE Performance Standards including renderings, design boards, prototype drawings and additional supporting documents related to the pre-designed and brand-approved Interior Design Schemes.

### 2. Custom Interior Design Schemes

If you are planning for a custom Interior Design Scheme, a **Brand Compliance Review** is required. The Brand Compliance Review is a process that involves the Wyndham Worldwide Global Design and hotel brand teams. The purpose is to ensure the image, identity and quality of each Brand is maintained.

### BRAND COMPLIANCE REVIEW PROCESS

Email the materials listed in the table below to the Wyndham Worldwide Global Design team to start the review process. **Don’t forget to incorporate the additional response time to your project schedule to accommodate for a Brand Compliance Review.** You will receive a written response detailing your review with comments/approvals from the Wyndham Worldwide Global Design team.

If you have questions regarding the Interior Design process, direct them to [interior.design@wyn.com](mailto:interior.design@wyn.com).

**Provide the following project information in addition to your property’s brand name, location and scope of work.**

STEP	RESPONSE TIME
<b>1</b> Submit digital concept design board(s) to: <a href="mailto:interior.design@wyn.com">interior.design@wyn.com</a>	Maximum of ten (10) business days from receipt of submittal
<b>2</b> Upon approval of the previous submittal, submit a digital FF&E and/or Materials and Finishes Specification Book with cover that includes: property name, location and site number. All specifications should have complete information including an image/graphic for each item submitted in PDF format.	Maximum of ten (10) business days from receipt of submittal